

MANAGEMENT CONFERENCE

1973 ADMINISTRATIVE INSTRUCTIONS

1. Date

9 - 12 October 1973

2. Location

Mr. Colby's talk will be held in the Headquarter Auditorium on 9 October from 1400-1445 hours. Tickets for this presentation are available from your Directorate Records Officer.

The Conference itself (October 10-12) will be held at [redacted] Building. A map with directions to [redacted] is attached for your use.

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3. Travel and Subsistence

Subsistence and quarters will be furnished in lieu of per diem. Those who drive will be reimbursed \$11.04 for one round trip when registering a [redacted] on 10 October. Transportation arrangements are the responsibility of the traveler. [redacted] may, however, be able to assist you in acquiring a ride to or from [redacted]

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Quarters assignments will be obtained from the Guard [redacted] Gate upon arrival. Bed linens, towels, wash cloths, and soap are furnished. Participants are expected to remain [redacted] overnight. Request for exception must be reviewed by the Conference Coordinator.

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Meals will be obtained in the [redacted]

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Breakfast	0700 - 0815 hrs.
Lunch	1200 - 1315 hrs.
Dinner	1730 - 1815 hrs.

4. Dress

Casual dress is suggested during your stay.

5. Admission

Admission to the Center will be accomplished by giving your name to the Gate Guard. He will check it against the list of authorized conference attendees and will issue a [redacted] badge. He will also instruct you where to park.

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The headquarters badge will not be worn or displayed [redacted]

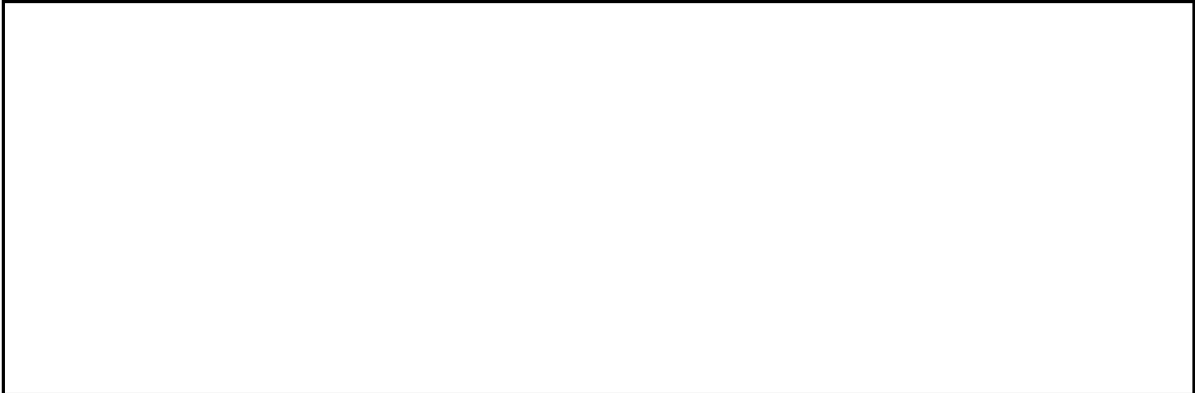
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C-O-N-F-I-D-E-N-T-I-A-L

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Plan on arriving [] no later than 0900 on 10 October. Report
to the [] by 0915 hours. The Conference will start
promptly at 0930 hours.



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Phone Calls:

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Security precludes receiving telephone calls directly. In the event of an emergency, your immediate family may call the Headquarters Night Security Officer, []. The Night Security Officer has a list of Conference attendees and will relay emergency calls and messages through the [] Security Officer.

Your office can relay messages to you during the day by calling the Headquarters, Records Administration Branch, []

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7. Recreation Facilities

A lounge in the basement of [] provides television, card tables, and is supplied with glasses, ice, and water. A social hour will be held from about 1700 to 1800. Cost for the social hour will be approximately \$4.00 for the two evenings. There will be a movie in the gymnasium each night.

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Attachment:
Map